

BOARD OF ZONING ADJUSTMENT MINUTES
December 19, 2017

Regular meeting of the Clay County Board of Zoning Adjustment, Commission Hearing Room, 3rd Floor, County Administration Building, One Courthouse Square, Liberty, Missouri.

Call to Order

@ 5:30 pm: Buddy Raasch

Roll Call: Kipp Jones, Manager

Members Present: Buddy Raasch, Larry Whitton, Randall Morris, Kristi Soligo
Fleshman and Mark Beggs

Members Absent:

Staff Present: Kipp Jones, Manager
Debbie Viviano, Planner
Andy Roffman, Assistant County Counselor
Angie Stokes, Secretary

Mr. Raasch: I am going to call the meeting to order, Mr. Jones would you like to call roll?

Mr. Jones: Randall Morris?

Mr. Morris: Present.

Mr. Jones: Larry Whitton?

Mr. Whitton: Present.

Mr. Jones: Kristi Soligo Fleshman?

Ms. Soligo-Fleshman: Present.

Mr. Jones: Mark Beggs?

Mr. Beggs: Present.

Mr. Jones: Chairman Buddy Raasch?

Mr. Raasch: Present. Let's start with a motion for the approval of the minutes of the September 26 meeting?

Mr. Whitton: So moved.

Ms. Soligo-Fleshman: Second.

Mr. Raasch: Can we have a vote?

Mr. Jones: Mark Beggs?

Mr. Beggs: Approve.

Mr. Jones: Kristi Soligo Fleshman?

Ms. Soligo-Fleshman: Approve.

Mr. Jones: Larry Whitton?

Mr. Whitton: Approve.

Mr. Jones: Randall Morris?

Mr. Morris: Approve.

Mr. Jones: Chairman Buddy Raasch?

Mr. Raasch: Approve.

Final Vote 5/0/0 Approve Minutes from September 26, 2017

Mr. Raasch: Do we want to go over the first case?

Mr. Jones: Yes do you want me to do the staff report first or do you want to swear everyone in?

Mr. Raasch: Go ahead and do the staff report then we will swear everybody in.

Mr. Jones: I would like to add the staff report as part of the official record tonight. Summarizes case number 17-107BZA, a request for variance to Section 151-8.4(A) of the 2011 Clay County Land Development Code, pertaining to the minimum lot width to depth ratio and Section 151-4.6(C)(1), pertaining to the minimum lot width required for a proposed lot in a Residential Ranchette (R-5) District, staff report dated December 6, 2017.

Mr. Beggs: I have a question; the existing house in proposed lot one does the setback in compliance right now?

Mr. Jones: The side setback is 25 feet so we didn't get it, it is approximately 25 feet so I don't know if we got an exact from the surveyor but its real close. By our aerals it doesn't meet but our aerals are not survey grade. But as staff we would like to see that line moved just to be safe, because even if it does meet generally in the County we don't want them right there on it.

Mr. Beggs: So looking at page two under review where you show the proposed lot lines to be changed so why does this lot line move so far that it creates a need for a variance when they could have come right off the original property line where it kind of runs northwest and extend it on back and carry that way instead of changing the front lot line and running it basically due east and west?

Mr. Jones: You are talking about where they changed the lot line in the front to require the variance?

Mr. Beggs: Yes, basically they've got to put a six inch or nine inch variance now, but now they have moved it 140 feet which is creating a problem requiring this variance so my question why the big move?

Mr. Jones: That is a good question probably for the applicant as well, I'll talk about that a little bit here, my understanding and the applicant can correct me if I am wrong but the way it is set up now, the previous owner's received a variance for the lot width because technically it doesn't meet the 300 feet. It's 299 point something so back in I don't know what year they received a road frontage variance and width to depth, so basically it's the same variances we are requesting today. I think that they moved this because that lot line is awkward, you see the proposed lot two basically owns property in front of proposed lot one's house and it's just an awkward situation. I think it's a little cleaner the way they are proposing even though it requires an extra variance. I think those are the two reasons, the applicants may have more reasons than that. But it could be done, you are correct it could be done by leaving that the way it is and not requiring a road frontage variance or lot width variance.

Mr. Beggs: So and I don't recall what the previous variance was given to lot width to depth ratio was what are we changing that significantly in this variance that they are asking for now?

Mr. Jones: That's detailed in...

Mr. Beggs: It's got to be significantly more because...

Mr. Jones: It is, if they were twelve hundred...

Mr. Beggs: It's (*inaudible*) off of the front width.

Mr. Jones: Yes because they are losing a lot because they go from basically 300 to 140 or 160 whatever that is and they are 1,290 feet deep so yes it's...

Mr. Beggs: Significantly, so with that in mind and I know that the Land Development Code tries to get away from these piano key type of developments which is a requirement for lot width to depth ratio being a certain amount as development eventually gets to this area what impact is this going to have on developing in this area?

Mr. Jones: With it already divided and the variances are already granted on this staff doesn't have whole lot of concerns with the Board granting these variances they are not going to affect anything really, Debbie might have an opinion on that but that's my opinion. Our biggest concern with this is the septic system is on the other lot. Obviously we would not allow that now, this mistake happened in the past where that needs to be corrected and in my opinion if we need to give a little bit and the applicant wants to change that frontage because it's a little more aesthetically pleasing for them then as staff we are okay with that to get that septic system and that house away from that property line.

Mr. Beggs: How did that originally happen with that septic system?

Mr. Jones: I don't know, the applicant may have some more info on that I don't know.

Mr. Beggs: Okay, so in staff's opinion, I know you guys don't give recommendations like you do for P&Z are you in favor of this? Would it be staff's recommendation to grant this variance?

Mr. Jones: I think we can safely say yes, we need to correct some inconsistencies or some errors that were done before.

Mr. Raasch: Anymore questions or comments? At this time does anyone in the audience that would like to testify will you stand up and raise your right hand I swear to tell the truth, the whole truth and nothing but the truth so help me God, reply with I do.

Audience: I do.

Mr. Raasch: At this time who would like to comment first? Are you all here for the same? Would you like to give comment?

Mr. Hendrickson: Sure, thank you for having us this evening.

Mr. Raasch: State your name and address.

Mr. Hendrickson: Scott Hendrickson, 17110 Salem Rd, Lawson. We are on the south property and we are grateful for the Board and Staff for the consideration of boundaries that were no doing of our own, the septic system and the setbacks, I understand are problematic, the front part, thank you for consideration on those variances that are out of the ordinary but it does have a fairly dramatic impact on the esthetic value and quite frankly the day to day living on terms of how John and I mow and care for our properties. It seems like a little thing but we are mowing a lot of property and we are just trying to do the right thing in terms of trying to create additional value and a more esthetic appeal for both of our properties going forward. I thank you very much for your time and for work that was done on behalf of the staff and I would be happy to answer any questions.

Mr. Raasch: Any questions?

Mr. Beggs: When you bought the property was the septic tank where it was?

Mr. Hendrickson: Yes, it had been there long long before we came; same as with the corner fence. Our fence of our backyard is actually on Mr. Bush's property.

Mr. Raasch: Okay thank you.

Mr. Bush: Did you have any more questions other than that?

Mr. Raasch: No, did you want to give your testimony?

Mr. Bush: It's basically the same.

Mr. Raasch: At this time is there any discussion among the Board? Do I hear a motion?

Mr. Jones: I just want to make sure we will have two variances and the first one I would like is the lot width and then we will move on to the width to depth ratio.

Mr. Raasch: Do I hear a motion on the lot width?

Ms. Soligo-Fleshman: I move that we accept the variance as requested pertaining to the lot width.

Mr. Raasch: Do I have a second?

Mr. Whitton: Second.

Mr. Raasch: Let's have a vote.

Mr. Jones: Mark Beggs?

Mr. Beggs: Approve.

Mr. Jones: Kristi Soligo Fleshman?

Ms. Soligo-Fleshman: Approve.

Mr. Jones: Larry Whitton?

Mr. Whitton: Approve.

Mr. Jones: Randall Morris?

Mr. Morris: Approve.

Mr. Jones: Chairman Buddy Raasch?

Mr. Raasch: Approve.

**Final Vote 5/0/0 Approve Case 17-107BZA
Minimum Lot Width**

Mr. Raasch: Now number two here on the lot depth do we have anything discussion on that or is someone ready to make a motion?

Ms. Soligo-Fleshman: I move that we approve as presented to the Board regarding the variance of the width to depth ratio.

Mr. Raasch: Do we have a second?

Mr. Whitton: Second.

Mr. Raasch: Vote please.

Mr. Jones: Mark Beggs?

Mr. Beggs: Approve.

Mr. Jones: Kristi Soligo Fleshman?

Ms. Soligo-Fleshman: Approve.

Mr. Jones: Larry Whitton?

Mr. Whitton: Approve.

Mr. Jones: Randall Morris?

Mr. Morris: Approve.

Mr. Jones: Chairman Buddy Raasch?

Mr. Raasch: Approve.

Final Vote 5/0/0 Approve Case 17-107BZA

With to Depth Ratio

Mr. Raasch: Let's go onto the second case tonight, 17-108BZA.

Mr. Jones: I would like to add the staff report as part of the official record. Summarizes case number 17-108BZA, a request for variance from Section 151-12.7, Permitted Sign Types; Section 151-12.10, Number and Dimensions; and Section 151-12.12, Sign Characteristics of the 2011 Clay County Land Development Code, pertaining to the permitted sign type, the maximum sign area and the characteristics allowed of a sign allowed in an Agricultural (AG) District. Such permitted sign type, sign area and sign characteristic will be in non-compliance of the County code of requirements. The applicant is Daniel R. Ferrell, representing Michael Putman, Sr. Pastor (President) of the Providence Baptist Church, staff report dated December 7, 2017.

Mr. Beggs: When you measure the sign does it include the base underneath or is it just the sign? Looking at the drawing on the back does it include what the sign is sitting on?

Mr. Jones: It does not it's just that face of the sign, there is a way at the start of Chapter 12 in the Land Development Code there is a very detailed way to measure the sign we made sure we went through that. Anytime anybody calls on our sign code we take a deep breath before we go to the book because it can be difficult at times.

Mr. Beggs: So is there a way to modify, I am just trying to get away from, I am having some concern about this being an intentional act that we are creating a variance. It seems like the choice of the sign is basically the intentional act, so is there a way to maybe cut down part of the sign that's not illuminated to get into that 32 square foot area or are you measuring just the illuminated area?

Mr. Jones: Are you saying to make the sign smaller or just for our computation?

Mr. Beggs: I am thinking if you shorten the sign three inches either side, take three inches off the top, three inches off the bottom it will get us into that 32, even three inches off either side of it, top bottom or either side, if we cut a board off of it. But I don't know how you guys are measuring the sign so that is the question I am asking.

Mr. Jones: So I can read this to you if you would like?

Mr. Beggs: That's fine because I wasn't able to look it up.

Mr. Jones: Okay, we are talking about under 151-12.3 it's Computations and Measurements, Debbie can put a copy in front of you.

Mr. Beggs: That will be great.

Mr. Jones: Page 235, I will read this and then we can discuss it because I'll probably have to mull it over for a minute. So the area of the sign face is computed by means of the smallest circle, square, rectangle, triangle or combination thereof that will encompass the extreme limits of the writing, representation, emblem or other display, together with any material or color forming an integral section of the background of the display or used to differentiate the sign from the backdrop or structure against which it is placed, but not including any supporting framework, bracing or decorative fence or wall when such supporting device otherwise meets the regulations of this Land Development Code. So I take that as meaning where they are going to display the words.

Mr. Beggs: So if you made this sign just slightly smaller width wise, height wise you might be able to get it down to 32 square feet.

Mr. Jones: Does it overlap...

Mr. Beggs: Looking at the dimensions now I can see where you measured five and you measured the eight is going to the outside edge of the (*inaudible*)

Mr. Jones: Yes we are measuring from basically the white portion that surrounds Providence Baptist Church which includes the lighted portion of the sign. So the answer to your question is yes if they reduce the sign size then they could get under the 32 square feet.

Mr. Morris: They would lose 20% of the sign size; it is taking a foot off the height if they do that.

Mr. Jones: I think the applicant may have his sign company here so they may have something to say about that as well.

Mr. Raasch: Would one of you like to step up and tell us about the sign.

Mr. Ferrell: Sure, I am Dan Ferrell, 8208 NE 132nd St, I am here to represent the church and I certainly appreciate the BZA Board hearing our request. I do have with me Mr. Mike Lee from the Acme Sign Company who designed the sign that we have and do have an updated copy that ended up not in the report; it's really the same thing.

Mr. Jones: We will add that as Exhibit A.

Mr. Ferrell: It's just a little more to the church, it's our logo.

Mr. Raasch: How large are these letters going to be?

Mr. Lee: The letters on the smaller portion?

Mr. Raasch: The LED letters?

Mr. Lee: Those are controlled they will be typically three to six inches depending on what (*inaudible*). If you read through the request here one of the things we are dealing with is the site lines.

Mr. Jones: I don't mean to interrupt, the way I look at this new Exhibit is we could reduce this to seven feet by five feet because the lettering is not included in that extra foot so we could go down to 35 feet just for the Board's information. We are talking about 32 is the allowed sign face area instead of 40 we are talking about a variance from 32 to 35 if this is what they are going to go with.

Mr. Ferrell: Possibly.

Mr. Beggs: So question for the applicant, can you get this to 32?

Mr. Lee: The problem is the length. The width we can. The height we can if that's what we've got to do in order to get that copy to where you can read it and see what it actually says (*inaudible*). One thing we could do the cabinet were two single base cabinets then we would not need to request a variance, is that correct?

Mr. Jones: If they separate signs but they would have to be under the 64 square feet allowed by the code. You still have to get down to 32 on each sign.

Mr. Lee: Close but we are not quite there yet, we could do that the way this thing actually works if you look at the (*inaudible*) and the frame work we could take some of that out we could probably get it around (*inaudible*). We just can't adjust width of the (*inaudible*).

Mr. Morris: I have a couple of questions, it says in your letter from November 10th that the touching property owners where notified about the sign, were they notified of what type of sign that this was and it's going to be illuminated?

Mr. Ferrell: That happened so long ago, I talked to them about the intent of putting the sign up there I don't know if I actually described to them in terms of what we were doing at the time that I talked to them. This has been going on for almost two years.

Mr. Raasch: So you didn't tell them that there was going to be lights on the sign? As far as they know it could have been with no lights?

Mr. Ferrell: I don't recall exactly the conversation I had.

Mr. Raasch: Are the lights going to be on at night?

Mr. Ferrell: Our sign is lighted today at night. It comes on during the night time so I assume it would. I don't know if we would run the messages necessarily at night.

Mr. Jones: I will add that we do send out adjacent property owner's certified letters. We have not, I don't remember, well actually we had two calls on this one no opposition, we told them about the case but we didn't have a whole lot of calls. Just so the Board knows the certified letter did go out to anybody within 1,000 feet of the property, they did get a letter saying the church was requesting the variance.

Mr. Morris: That it was an illuminated sign?

Mr. Jones: They would not have gotten that info unless they called.

Mr. Raasch: How close is the closest house?

Mr. Ferrell: I said in my letter its 500 feet to the south was the closest house not counting the church parsonage, which is our own.

Mr. Jones: To clarify they would have gotten like in your staff report where it says the request for variance of Section 151-12.7 the sign type, they would have gotten the code section and the number of variances. So it would have said Sign Characteristics so it wouldn't have talked about illumination.

Ms. Soligo-Fleshman: Is there currently a sign there that is lit up?

Mr. Ferrell: Yes there is.

Ms. Soligo-Fleshman: With a light bulb?

Mr. Ferrell: Yes there are two light bulbs on the front. That sign was lit up in 1960 something.

Mr. Jones: Mr. Ferrell how far off the street is that sign going to be?

Mr. Ferrell: The current sign is approximately ninety feet off of the road and the other sign...

Mr. Lee: It will be back dramatically.

Mr. Ferrell: It's back quite a ways because it needs to be back in order to really catch the traffic before they go into the curve and that's really part of the issue with our current sign is you can't see it until you get into the curve and then only if you slow down or stop to look at it so that's the issue with the current sign. It's small, it's crumbling, it's old.

Mr. Morris: Will the message be static or moving?

Mr. Ferrell: In my opinion it could be either, obviously it would need to move to change to some other message but then...

Mr. Morris: I understand it can change on the board but I am concerned about scrolling messages, if we are looking for safety issues it is one thing to say here's our church or a static sign that says "blood drive" it is another thing to have messages scrolling across that will...

Mr. Lee: (*inaudible*) the industry will tell you that the scrolling (*inaudible*) from the safety perspective (*inaudible*)

Mr. Morris: Yes...

Mr. Lee: It is slow scrolling that you want it to go through.

Mr. Morris: I understand the need to the illumination side but one that is changing even scrolling or flashing like Christmas lights.

Mr. Lee: It does not scroll in a rapid manner you can control it to a degree. It's probably on an average has a six to seven seconds, if you look at your watch and count six or seven seconds before it changes, that can be controlled by the church or it can be set up ahead of time where you can't increase it will be stuck at (*inaudible*)

Mr. Morris: My concern is the distracted drivers who are driving down the street and it bends and they are trying to read a sign that is scrolling across the sign that can actually be problematic. If it was simply here's the message for today and then change the message for tomorrow to whatever that would be one thing.

Mr. Lee: That is something we certainly can do, they can control.

Mr. Ferrell: A lot depends on for us and the time of year and what is going on at the church. I mean if you want to advertise we've got voting on Tuesday and a church event, we may want to advertise both of those events. I just came up with an example how we would have used the sign on the last election where Clay County people were voting on the airport and the polling place was changed on them. We had a lot of people that showed up at our church to vote and they were not happy. They were not supposed to vote there and so we could have advertised that when we found out that there was going to be no voting there and they had to go to the airport to vote. So we could have advertised that and we would have done that but I don't know what else we would have been advertising at the same time.

Mr. Raasch: Any more questions?

Mr. Beggs: We are talking about this running at night and you said it could or could not, so is it going to be running at night? I am a little concerned about the ambient light, I wouldn't be happy if a sign was put up that was flashing or putting out a lot of ambient light in the evening.

Mr. Ferrell: I never predicted that it will be flashing I would say we would shut it off at some point. There is no reason to be advertising anything at some late hour.

Mr. Raasch: It turns down at night right? The light gets brighter in the daytime so you could see it and at night time it automatically comes down?

Mr. Ferrell: Right, but in terms of just flat turning it off the sign I could certainly see us doing that. There is no reason for it to be on at midnight.

Mr. Jones: I could add something, it's not something we typically do, I don't think we have done it since I have been here, but the Board can put conditions on the variances if you would like to impose conditions on the sign, I suppose that is something the Board could consider.

Mr. Beggs: I am for that, I think they could get this down to 32 square feet I think I don't know if I would support this right now as presented but if you could get it down to 32 then that means the variance you don't have to get which is better I think for the County. I am also concerned about the light this comes back where you might add something that it will be shut off at certain hours of the day or operating hours will be a certain period of time I think I will have more comfort in that.

Mr. Jones: So keep in mind we have three variance requests in front of you so if you didn't want to approve there will be a separate vote on each one. So I suppose you could approve certain variances and not approve other variances. So if the sign size is an issue then you could vote not to approve that one and give the other variances at this time and allow them to work that out through staff.

Mr. Morris: Is it possible to notify the neighbors again with specifically noting that this is an illuminated sign and see what the response is. I know that I live out in the country and if my neighbors that were 500 feet away wanted a sign I probably wouldn't think nothing of it until I drove out and suddenly had an illuminated sign every time I drove by or sat on my front porch I might be concerned about that. I would like to make sure they realize what sort of sign and if they are good with it then (*inaudible*).

Mr. Jones: I may rely on Mr. Roffman for this but I assume it may involve the Board tabling it until next month's meeting and the staff sending out a new certified letter to the adjacent property owners with a little more detail?

Mr. Roffman: If that's what the Board wants to do they would have to table it and re-notice it being more specific, but if the notice said what the variances were that were being applied for I am not sure more notice is required by the code.

Mr. Jones: I think we met the code for sure.

Mr. Morris: Right but I'm not sure that the neighbors are necessarily going to know that this variance, with just a code, what that signifies. Expecting the neighbors to do their research to find out this is an illuminated sign I think it's asking more of them than what is reasonable.

Mr. Raasch: I have problem with this issue.

Mr. Roffman: What does the notice say?

Mr. Jones: Let me show it to you.

Ms. Viviano: I believe if you look on your agenda at the case number underneath case two I believe it pretty much says about the same thing. On your agenda under case number two such permitted sign type, sign area and sign characteristics will be in non-compliance of the County code of requirements.

Mr. Roffman: It says sign characteristics (*inaudible*)

Mr. Jones: It does not say illumination. Our standard procedure is to site the code in the letter and we don't go into much more specifics than that.

Mr. Roffman: The property owners do have the duty to inquire if they require further information.

Mr. Jones: I am more on that side but I don't think that matters. If I was concerned about it I would call in and like I said we have received maybe, I have talked to a couple of people on this. But that is an option if the Board would want to go that route with it. It could be tabled, it could be re-noticed with a little bit more detail and like I said there are three separate variance request on the table so those could be dealt with however the Board would like.

Mr. Beggs: I guess the applicants could also withdrawal and reapply.

Ms. Viviano: My question would be also of Acme Sign is there a difference could you explain to the Board the difference between the LED lighting to regular lighting. Is there a difference in the illumination between the LED light?

Mr. Lee: It will not be any stronger than the other type although it is going to be longer lasting more energy efficient in that perceptive it helps the environment it would be the way to go if you are going to be using lighting.

Mr. Raasch: LED's can change color too?

Mr. Lee: Certainly, if that's the way they decide to set it up to do that way or it could be one color all the time. That's (*inaudible*).

Ms. Viviano: So is the LED lighting then going to be more intense?

Mr. Lee: No, they are smaller lamps but from a distance you will not see any difference in that.

Ms. Viviano: So it's not going to blind you?

Mr. Lee: No it certainly not from the distance you are driving down the road at 50 or 60 feet (*inaudible*)

Ms. Viviano: So it wouldn't be like a big Christmas light coming at you?

Mr. Lee: No in fact you see yourself when you are driving I-35. The Highway Department is putting up the same thing on the overhead shining down and theirs are flashing, theirs are scrolling with different messages of accidents ahead no one's ever had issues that I am aware of due to an accident caused because of the lights.

Mr. Raasch: Any more comments?

Mr. Morris: I am not concerned about the illuminated sign; I am not that concerned about three feet. I would like notification to the neighbors so I would be happy to approve the first two variances but the third one I would like to wait and see if once notified that this is going to be an illuminated sign whether the neighbors have any concerns.

Mr. Raasch: I was thinking the same thing. Taking a vote on the first two is that feasible?

Mr. Jones: So..

Mr. Raasch: But if we have to come back we could do it all at the same time.

Mr. Jones: If we wanted, I think if that is the will of the Board, to me the cleanest way would be to table everything and then just have us send out public notice and then come back in January.

Mr. Roffman: Let's look to make sure you have the 30 days.

Mr. Jones: Debbie do we know, we have to send it out 15 days before the meeting correct? Have we missed the paper's deadline to make 15 days? We are early so you said it was January 23rd? So Debbie can you look at a calendar real quick and we will let the Board discuss it. We'll check to make sure that we can get the notice to the newspaper quick enough if they have a late deadline because they only put out the Courier Tribune on Thursday's so we can make sure we hit their deadline in time for it to be in the paper 15 days before our January 23rd meeting. Otherwise we have to go to February, give us five minutes if you want to continue to discuss it that is fine. We will make sure we can do that. Yes, so we can still make the January meeting.

Mr. Raasch: So can I hear a motion one way or the other?

Mr. Morris: I move that we table the case.

Mr. Raasch: Do I have a second?

Mr. Beggs: Second.

Mr. Raasch: Let's have a vote.

Mr. Jones: Mark Beggs?

Mr. Beggs: Approve.

Mr. Jones: Kristi Soligo Fleshman?

Ms. Soligo-Fleshman: Approve.

Mr. Jones: Larry Whitton?

Mr. Whitton: Approve.

Mr. Jones: Randall Morris?

Mr. Morris: Approve.

Mr. Jones: Chairman Buddy Raasch?

Mr. Raasch: Approve.

**Final Vote 5/0/0 Approved Table Case 17-108BZA
Sign Variances**

Mr. Raasch: So you will notify us when our next meeting is?

Mr. Jones: January 23rd I am going to trust Andy on this one and keep in mind the only other business I have is every year we vote for a new Chairperson, new Vice-Chair and we will do that at our next meeting as well. So be prepared for nominations there and we will send out a new public notice detailing that it is illuminated and we will see everyone in January.

Mr. Raasch: Meeting is adjourned.

Meeting Adjourned

Chairman, Board of Zoning Adjustment

Secretary, Board of Zoning Adjustment

Recording Secretary